



**King County**  
**Department of Development**  
**and Environmental Services**  
 900 Oakesdale Avenue Southwest  
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**206-296-6600** TTY 206-296-7217

## CELLULAR COMMUNICATION APPLICATIONS: Building Permit Submittal Requirements

For alternate formats, call 206-296-6600.

**Best to print on legal (8 1/2 x 14") paper.**

### Building Permit Submittal Requirements for Cellular Communication Applications

#### Cover Letter stating:

- ☐ Project description and project valuation
- ☐ Property tax account number(s) and project address
- ☐ Legal description of property
- ☐ Total site and project area
- ☐ Total landscaped area or request for exemption from landscape requirements (provide justification)
- ☐ Request for SEPA (State Environmental Policy Act) adoption (if applicable)
- ☐ Itemized list of submittal documents
- ☐ Conditional or Special Use Permit Application number

(to be filled out by King County DDES)

Pre-App Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

#### 5 Complete Sets of Plans (full size) which include:

- ☐ Scaled and dimensioned site plans showing all property lines (entire lot, no broken lines), zoning of property and adjacent parcels, elevations, structures (including existing structures within 25 feet on adjacent parcels if the project area is on a property line), roads, easements, paved access/apron, septic tank, drainfield and reserve, well radius, project location, and critical areas. Please clearly label all that is existing and proposed.
- ☐ Elevation drawings of tower, fences, retaining walls, equipment building and cabinets (if equipment building is adjacent to an existing building, please label the current use of that building)
- ☐ Foundation Plans for equipment building or cabinets
- ☐ Floor Plan of equipment building
- ☐ Foundation and structural plans for tower
- ☐ Antenna specifications and attachment details
- ☐ Landscaping plans showing existing and/or proposed landscaping (if new, please provide Landscape Bond Quantity Worksheet)
- ☐ Drainage plans (when applicable)
- ☐ Location and dimensions of any proposed cabinets and equipment including contents and operation for each
- ☐ Indication of any proposed generators, fuel tanks, fire suppression systems, and fire alarm systems (separate Fire Engineering permits are required)
- ☐ Fire Department access that will support 20 tons on an all weather driving surface

#### 2 Sets of Calculations and/or Reports:

- ☐ Tower construction and tower foundation
- ☐ Antenna specifications and attachment details
- ☐ Geotechnical report (when applicable)
- ☐ Structural calculations for fences over 6' high and retaining walls over 4' high (top of wall to bottom of footing)
- ☐ Noise report (if generator is being used in a rural area)
- ☐ NIER (Non-Ionizing Electromagnetic Radiation) report
- ☐ Technical Information Report (when applicable)
- ☐ Wetland report (when applicable)
- ☐ Battery specifications

#### Required Documentation:

- ☐ Affidavit for Application form
- ☐ Signed permit fee quote and appropriate payment for submittal
- ☐ Fire District receipt (when a shelter is being proposed)
- ☐ Certificate of Water Availability (required when equipment shelter(s) over 500 sq. ft. are part of the application and the site is within the boundaries of a water district)
- ☐ Copy of recorded access easements for ingress/egress (when applicable)
- ☐ Copy of recorded utility easements (when applicable)
- ☐ Proof of legal lot (if project is first development on property) [See DDES Bulletin #2 for details]
- ☐ 15 copies of SEPA checklist and 15 site plans on 8.5" x 11" or 8.5" x 14" sheets (when applicable)
- ☐ 2 copies of the SEPA determination and Conditional Use Approval if the tower was approved under a CUP
- ☐ 2 copies of the previous SEPA determination and checklist if SEPA adoption is being requested
- ☐ Health application form (when site is on septic)
- ☐ Letter from PSE or BPA authorizing collocation (when applicable)
- ☐ Architectural site plan for addressing on 8.5" x 11" or 8.5" x 14" sheet [See DDES Bulletin #8 for details]
- ☐ 2 copies of the complete plan sets on 11" x 17" sheets
- ☐ King County Right-of-Way Use Pre-Application or Agreement (when applicable)
- ☐ Copies of any correspondence you have had with King County or other agencies in relation to the project
- ☐ Other: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

**\*\*\*PLEASE NOTE: ONLY COMPLETE APPLICATIONS WILL BE ACCEPTED\*\*\***

Check out the DDES Web site at [www.kingcounty.gov/permits](http://www.kingcounty.gov/permits)